

Arrend

18 June 1985

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MEMORANDUM FOR: [REDACTED]
Director, Foreign Broadcast Information Service

FROM: [REDACTED]
Chief, Personnel & Training Branch, AS/FBIS

SUBJECT: Request for Approval of 30 Days LWOP [REDACTED]

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1.. This memorandum requests your approval for 30 days leave without pay for student trainee [REDACTED] is an employee of Production Group, Near East/Asis Division.

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2. It is possible [REDACTED] may return to duty in two weeks time; but it is probable his absence will be four weeks.

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3. His memorandum is attached. I have been told orally that his surgery involves re-breaking a leg.

[REDACTED]

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APPROVED:

[REDACTED]

Director, FBIS

6/19/85
Date

14 June 1985

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MEMORANDUM FOR: [REDACTED]

Chief/NEAD

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FROM: [REDACTED]

SUBJECT: Extended Absence For Medical Reasons

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On Tuesday June 18, 1985, I will be entering Potomac General Hospital as an outpatient for major surgery. My physician [REDACTED]

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[REDACTED] does not know how long I will need for recovery. I therefore request that my accrued sick leave be used until exhausted commencing June 18. I understand that at that time, I will be placed on Leave Without Pay. I will call FBIS as soon as I know when I am fit to return to work. Thank you for your help and concern in this matter.

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[REDACTED]

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Approved:

[REDACTED]

14 Jun 85